

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC17A-03**

**OPEN: 09 SEPTEMBER 2003**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: MOTOR VEHICLE OPERATOR,  
NA-5703-07, \$10.57 Per Hourly Rate**

**LOCATION: Morale, Welfare, Recreation Fund, Financial Management Division,  
Aberdeen Proving Ground, Maryland**

**TYPE OF APPOINTMENT: FLEXIBLE. No Benefits Offered.**

**AREA OF CONSIDERATION: Open To All Interested Candidates.**

**DESCRIPTION OF DUTIES: Drives busses regardless of gross vehicle weight and various types of trucks such as platform trucks, van trucks, stake trucks, dump trucks, and trash removal trucks weighing from 26,000 to 32,000 pounds on long or short hauls on the installation, public roads and city streets in all types of traffic conditions. Assists with the loading and unloading of cargo and materials. Ensures vehicle is not loaded beyond the rated capacity by checking cargo papers and by visual observation. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.**

**QUALIFICATION REQUIREMENTS:**

- 1. Knowledge of height, weight, width and length of vehicle in order to judge overhead and side clearances, turning radius and braking distance.**
- 2. Knowledge of safety rules and traffic regulations.**
- 3. Knowledge on how to properly load, unload and arrange cargo.**
- 4. Skill in selecting the shortest and safest route.**
- 5. Ability to recognize hazardous conditions.**
- 6. Physical requirements: Applicant must be physically able to lift 40 pounds, and to reach, bend, turn or move hands, arms, feet and legs. Must be able to hear the conversational voice.**
- 7. Candidate must have a valid Commercial Driver's License (CDL). License must have the letter 'P' under Class Endorsement.**

## NAF VACANCY ANNOUNCEMENT #OC17A-03 (CONTINUED)

### **CONDITIONS OF EMPLOYMENT:**

- 1. Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.*
- 2. Appointment subject to satisfactory completion of Pre-employment checks.*
- 3. You must present your Social Security Card when processed-in at the time of the appointment.*
- 4. You must complete DA Form 3433-1 (Supplemental Application Form) when selected.*
- 5. Possession of a valid driver's license is necessary for the operation of a motor vehicle; therefore, the candidate who does not have a current government license will be scheduled for the driving test provided that he/she has a valid driver's license in the state where he/she lives.*
- 6. Candidate must satisfactorily pass a medical examination. The candidate who does not fulfill the driving or medical requirements will be disqualified for the purpose of driving motor vehicle.*
- 7. All civilians employed in the Alcohol and Drug Abuse Prevention and Control Program are required to sign the DA Form 5019-R (Condition of Employment for Certain Civilian Positions Identified as Critical under the Drug Abuse Testing Program), which authorizes them to be directed to submit to urinalysis testing before appointment and on a random basis thereafter.*

### **HOW TO APPLY:**

- 1. Submit completed DA Form 3433 (NAF Application) or resume. You must INDICATE THE VACANCY ANNOUNCEMENT NUMBER in item 3 on DA Form 3433 or the upper right corner of your resume. Failure to clearly indicate the position for which you desire consideration for may result in your not being considered.**
- 2. Applicants must complete AMSSB-GCP Form 193 (Supplemental Form to Application for Nonappropriated Fund Employment – DA Form 3433).**
- 3. All applicants must complete a DA Form 3433-1 (Supplemental Application Form) as a condition of employment when they are selected. You may elect to complete this form now or wait until a job offer is extended.**
- 4. If PRIOR MILITARY, to receive Veteran's Preference, a copy of your DD214 must be attached which shows nature of discharge (copy number 4).**
- 5. To receive SPOUSE EMPLOYMENT PREFERENCE, you must furnish a copy of your spouse's PCS orders and complete the proper forms requesting preference (AMSSB-GCP Form 192). Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledge's, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.**
- 6. You must CLEARLY reflect on your application/resume how you meet the qualification requirements. Failure to provide the required length of experience or skills will result in your being rated ineligible and you will NOT be referred to job consideration. It is recommended you review the qualifications against your application/resume to insure you have documented your experience that pertains to the specific vacancy requirements.**

## **NAF VACANCY ANNOUNCEMENT #OC17A-03 (CONTINUED)**

**7. Your application/resume will be considered for this specific open continuous announcement only. This Open Continuance Announcement may be used to refer qualified applicants for referral each time a new request for a referral is received. Your application will remain on file for one year from the date of receipt by the Nonappropriated Funds Civilian Personnel Office provided you are interested and available for employment. If you contacted and you fail to reply or decline, your application is permanently removed from out files for further consideration for future vacancies. You may reapply in the event you become available at a later date. If you desire consideration for other vacancy announcements, you must submit another application following the requirements that pertain to that announcement.**

**WHERE TO APPLY:** Applications may be submitted to the Nonappropriated Funds Civilian Personnel Office, Lower Level, Building 305 or mailed to: USA Garrison-APG CPAC, 2201 Aberdeen Boulevard, ATTN: AMSSB-GCP-N, Aberdeen Proving Ground, MD 21005-5001 or via email to [NAF@usag.apg.army.mil](mailto:NAF@usag.apg.army.mil). Telephone: 410-278-5126. Fax 410-278-0684. Note -If you fax or email your application, please keep your original since it will be required for our records if you are appointed.

**EQUAL OPPORTUNITY:** Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF civilian personnel unit. Requests for reasonable accommodations are made on a case-by-case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.

**STATEMENT OF WHISTLEBLOWER PROTECTION:** Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicant of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

***PLEASE POST ON EMPLOYEE BULLETIN BOARD***